

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

|  |  |                              |  |                             |  |                   |  |
|--|--|------------------------------|--|-----------------------------|--|-------------------|--|
| CLASSIFICATION   |  | DWR POSITION NUMBER          |  | SAP POSITION NUMBER         |  | MCR               |  |
| APPOINTEE  |  | SAP PERSONNEL NO.            |  | DIVISION/SECTION            |  |                   |  |
| COLLECTIVE BARGAINING IDENTIFIER   |  | Supervisory Related BU:      |  | Confidential Related BU:    |  | Rank and File BU: |  |
| Management Related BU:   |  |                              |  |                             |  |                   |  |
| RESPONSIBILITIES EXERCISED   |  | IMMEDIATE SUPERVISOR (Print) |  | SUPERVISOR'S CLASSIFICATION |  |                   |  |
| Supervisory      Lead Person   |  |                              |  |                             |  |                   |  |
| APPROVED BY (Personnel Analyst's Name)   |  |                              |  |                             |  | DATE              |  |
| <i>Percent of Time</i>   |  | <i>Activity</i>              |  |                             |  |                   |  |
|  |  |                              |  |                             |  |                   |  |
| <b>SUPERVISOR'S STATEMENT:      I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>   |  |                              |  |                             |  |                   |  |
| SUPERVISOR'S NAME (Print)  |  | SUPERVISOR'S SIGNATURE       |  |                             |  | DATE              |  |
|  |  | ➤                            |  |                             |  |                   |  |
| <b>EMPLOYEE'S STATEMENT:      I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b> |  |                              |  |                             |  |                   |  |
| EMPLOYEE'S NAME (Print)  |  | EMPLOYEE'S SIGNATURE         |  |                             |  | DATE              |  |
|  |  | ➤                            |  |                             |  |                   |  |

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| CLASSIFICATION         |                 | DWR POSITION NUMBER |                  | SAP POSITION NUMBER | MCR |
| APPOINTEE              |                 | SAP PERSONNEL NO.   | DIVISION/SECTION |                     |     |
| <i>Percent of Time</i> | <i>Activity</i> |                     |                  |                     |     |
|                        |                 |                     |                  |                     |     |